



How to Log Pro Bono Hours

Start by Signing in to My Carolina Law

Once you're logged, either:

- Click "Pro Bono Program Timesheet" under "Hot Topics" on the left side of the screen
- Navigate directly to the timesheet by going to <http://bit.ly/log-my-hours>

For New Projects:

- Click "Add Tasks to New Project"

My Carolina Law interface showing the 'Pro Bono Time Sheet' page. The 'Add Tasks to a New Project' button is circled in red.

Organization	Project
Innocence Project	Generic
NC Center on Actual Innocence	NCCAI Locating and Investigating Potential Claimants
NC Coalition Against Domestic Violence	Comparative Law Research - 50B Enforcement during appeal
NC Supreme Court	Summer Intern
Student Press Law Center	Challenging an unconstitutional restraint on student speech
UNC - Center for Civil Rights	Election Protection
UNC - Lambda Law Association	Transgender Name Change Clinic
UNC - Pro Bono Program Board	Facilitator Hours

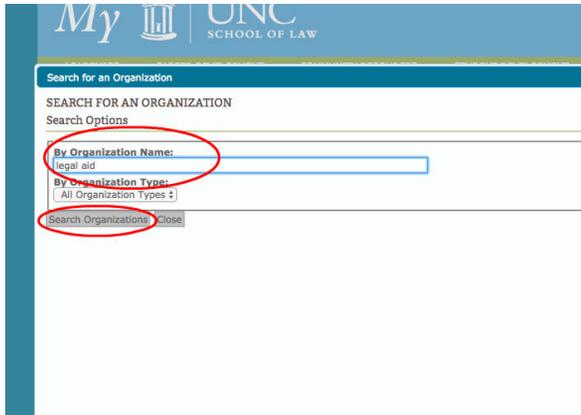
For Projects You've Worked on Before:

- Click the pen and paper icon next to the relevant project name

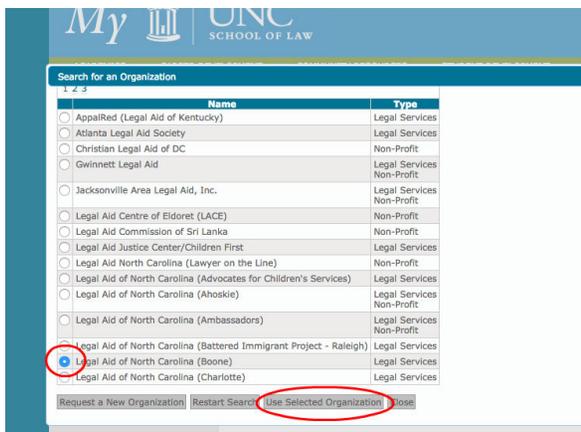
My Carolina Law interface showing the 'Pro Bono Time Sheet' page. The 'Add Tasks to a New Project' button is circled in red.

Organization	Project	Hours
Innocence Project	Generic	13
Legal Aid of North Carolina (Boone)	Spring Break Wills Project 2011 - WNC	3.5
NC Center on Actual Innocence	NCCAI Locating and Investigating Potential Innocence Claimants	23
NC Coalition Against Domestic Violence	Comparative Law Research - 50B Enforcement during appeal	6.5
NC Supreme Court	Summer Intern	25
Student Press Law Center	Challenging an unconstitutional restraint on student speech	9.5
UNC - Center for Civil Rights	Election Protection	7
UNC - Lambda Law Association	Transgender Name Change Clinic	4
UNC - Pro Bono Program Board	Facilitator Hours	10

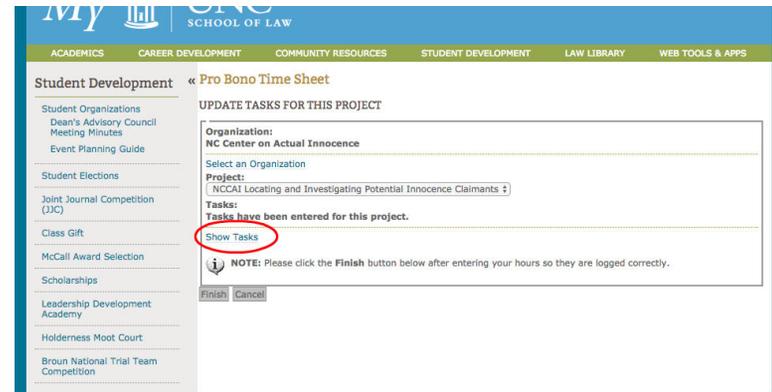
- Click “Select an Organization”
- Type in the name of the organization you worked for and click “Search Organizations”
 - Try different variations on the name if you don’t find what you’re looking for right away
 - If you are sure you do not see your organization, contact your class coordinator



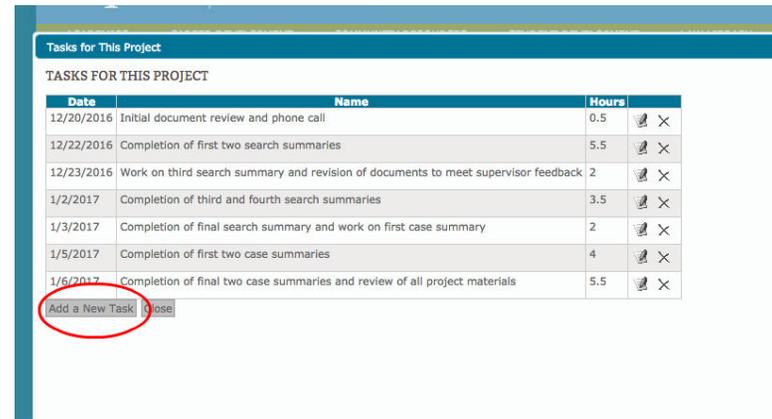
- Select the bubble next to the organization you worked for and click “Use Selected Organization”



- Click the “Show Tasks” link

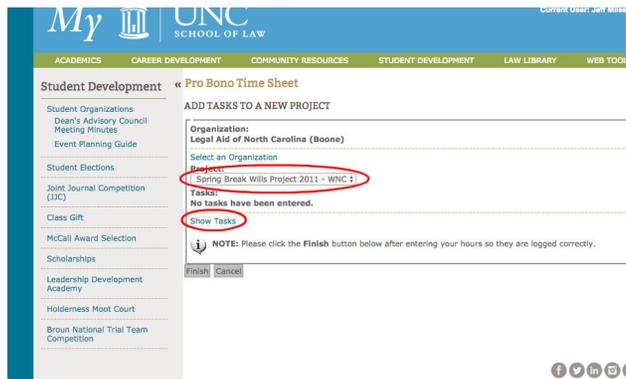


- To modify existing tasks, click the pen and paper icon next to the relevant. To add a new task, click the “Add a New Task” button

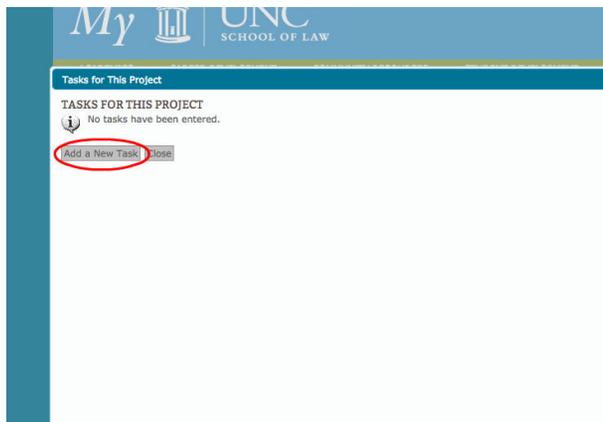


- Select a contact and task type from the first two dropdown boxes. Select a date in the task date box and briefly describe the work you did in the task box. Finally, type the number of hours you completed in the pro bono hours box. Hours need to be in half-hour increments

- Select your project from the dropdown menu. If you do not see a project that fits your work, [fill out the DIY project form](#) and your class coordinator will create a project for you. Then click the “Show Tasks” link

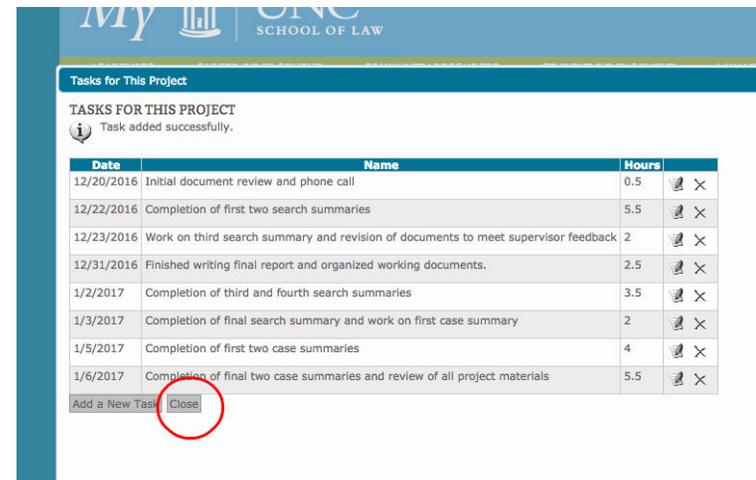


- Click “Add a New Task”



- Select a contact and task type from the first two dropdown boxes. Select a date in the task date box and briefly describe the work you did in the task box. Finally, type the number of hours you completed in the pro bono hours box. Hours need to be in half-hour increments

- Once you see the task you just entered, click “Close”



- Click “Finish” on the “Add New Tasks to Project” page to complete the process. **If you don’t complete this step, your hours won’t log**
- Check your UNC email account. If you successfully logged your hours, you will have a message from the Pro Bono Program (note that the email may take a few hours to come through)

My UNC SCHOOL OF LAW

Tasks for This Project

ADD A NEW TASK

Contact: Lockett, Denise

Task Type: Winter/Spring Break

Task Date: 10/13/2017

Task: Helped prepare wills for clients during clinic.

Pro Bono Hours: 3.5 Hours format: HH Or HH.5

Finish Cancel

- Once you see the task you just entered, click “Close”

My Profile Directory Calendar

Tasks for This Project

TASKS FOR THIS PROJECT

Task added successfully.

Date	Name	Hours
10/4/2017	Helped prepare wills for clients during clinic.	3.5

Add a New Task Close

- Click “Finish” on the “Add New Tasks to Project” page to complete the process. If you don’t complete this step, your hours won’t log
- Check your UNC email account. If you successfully logged your hours, you will have a message indicating this (note that the email may take a few hours to come through)